



**CITY OF RICHMOND**  
**POLICE DEPARTMENT**  
**COLONEL ANDRÉ PARKER**  
**CHIEF OF POLICE**

May 14, 2003

Sharon McPhail  
Council Member  
Detroit City Council  
Coleman A. Young  
Municipal Center  
2 Woodward Ave. Suite 1340  
Detroit, Michigan 48226

Dear Councilwoman McPhail:

We are please to provide information to you for the Detroit City Council Task Force, on Missing Children. Enclosed you will find the information you are seeking on the Richmond Police Department's Operation and Procedures for Missing Persons/Runaways. A numbered response is provided for each of your eleven questions. Additionally we have provided a copy of our policies and procedures for missing persons/runaways.

The answers to your eleven questions are as follows:

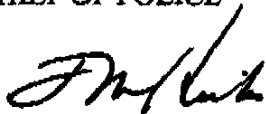
- 1 -What is the annual budget of your Missing Persons Unit? (If a separate unit is in place to deal with missing children specifically please indicate the cost of that unit also).  
**The Youth and Family Crimes Unit handles all reported missing persons. One of the Youth and Family Crimes detective has missing persons as a primary assignment. Therefore, the cost of missing persons investigations are embedded within the Investigative Services annual budget.**
- 2 -How many personnel and their ranks are assigned to your missing person unit?  
**The unit has one primary officer assigned to investigate missing persons/runaways. His rank is Patrolman/Detective. However, all Youth and Family Crimes Detectives are equipped to investigate missing persons/runaways. There is a total of five detectives and one supervisor assigned to the Youth and Family Crimes Unit.**
- 3 -Are there any precinct level costs or functions that are related to the recovery of missing persons or children outside of the missing person unit? (If yes please indicate the cost and manpower).  
**There are no precinct level cost that are related to the recovery of missing persons or children outside of the missing person unit. The precinct officers have the responsibility for conducting a preliminary investigation, and the cost associated is within the overall Field Services annual budget.**

- 4 –How many cases does your missing persons unit handle annually and what is the case closure rate?  
**For the past three years we have had approximately 1,600 persons reported missing or as runaways. The annual case closure rate is approximately 96%.**
- 5 –If available, how many of your missing persons cases involve children annually and what is the case closure rate?  
**Here again, for the past three years we have had approximately 1,100 children reported missing. The annual case closure rate is approximately 90%.**
- 6 –A description of the departmental policies and procedures for investigation missing persons.  
**Missing persons/runaways are investigated in the following manner. Once a report is made the reporting officer will conduct a preliminary search of the premises from where the subject is reported missing. Once the missing person detective receives the report he will conduct a follow up investigation and close out the case. ( see attached policy)**
- 7 –A description of the departmental policies and procedures for investigating a missing child.  
**A higher alert status is given to missing/runaway children under the age of 10 and persons with special needs/elderly. The Youth and Family Crimes Supervisor will be immediately contacted and he/she will assess the incident and have a detective to respond to last known location of the missing person.**
- 8 –Are there any new proposals or initiatives being considered by your department to improve the recovery of missing persons and children.  
**We have initiated the Amber Alert Plan for abduction and kidnapped children. Amber stands for America's Missing Broadcast Emergency Response.**
- 9 –Explain the relationship between the Missing Person unit and the Precincts when investigating a missing person/child case?  
**The precinct officers are responsible for compiling the missing persons report and the primary investigation. The Missing Persons Investigator is responsible for follow up investigations into the disappearance of missing persons/runaways.**
- 10 –How does the Missing Persons Unit keep track of cases and case leads e.g., manually or by computer databases?  
**The investigator keeps track of the cases and case leads both manually and by computer database.**
- 11 –How does your Police General Orders address investigation and reporting of missing children?  
**The duties and responsibilities of the field officers and investigating detectives are spelled out in our departmental operations order (see attached policy).**

Please did not hesitate to contact us should you have further questions concerning the issue of missing persons/runaways.

Sincerely,

COLONEL ANDRE' PARKER  
CHIEF OF POLICE


A handwritten signature in black ink, appearing to read "F. M. Hicks", written in a cursive style.

Major Frederic M. Hicks  
Investigative Services

AP/FMH:chr

**RICHMOND POLICE DEPARTMENT OPERATIONS ORDER**

**NOTE:** This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

Series <b>401</b>	Number <b>5</b>	Effective Date <b>11/15/02</b>	Review Date <b>11/15/03</b>	Reviewing Office <b>Investigative Services</b>
Subject <b>MISSING PERSONS AND RUNAWAYS</b>		<input type="checkbox"/> New Order  <input type="checkbox"/> Amends  <input checked="" type="checkbox"/> Replaces G.O. 401-5 (05/08/00)		This Order shall apply to personnel assigned to the below listed Office(s):  <input checked="" type="checkbox"/> Executive Officer  <input checked="" type="checkbox"/> Operations  <input checked="" type="checkbox"/> Administration  <input checked="" type="checkbox"/> Professional Standards
References  VA Code 15.2-1718, 52-31, 52-32, 52-34 VLEPSC OPR.06.05, ADM.24.06; OPR.02.05				
 Chief of Police or Designee		11/15/02 Date		

**I. PURPOSE**

The purpose of this Directive is to establish the policy, procedure and guidelines for the handling of missing persons and runaway complaints.

**II. POLICY**

It is the policy of the Richmond Police Department to comply with mandated State guidelines and codes that pertain to the reporting of missing persons and runaways.

**III. PROCEDURE****A. Duties of a Patrol Officer Dispatched to Take a Report of a Runaway or Missing Person Prior to Calling a Youth & Family Crimes Detective:**

1. Determine that the subject is missing from the City of Richmond.
2. Conduct a search of the premises from where the subject is reported missing. Make sure all compartments at the location are explored including any attic, basement, accessible crawl space and any outbuildings (garage, shed, barn, etc.).
3. The Field Officer's copy of the Missing Person/*Runaway* Report will be used to record the initial report information. This copy shall be hand printed and legible.
4. If the missing person is a juvenile, the officer shall complete the *Missing Person/Runaway Report*, and immediately take *that* Report to the Police Information Desk. The Division of Emergency Communications (D.E.C.) will not

enter the information into NCIC without the Report. *One copy of the Report will be forwarded to the Youth and Family Crimes Team.*

5. Missing person reports may be taken when reported by family members, Social Workers, Probation Officers, Intake Officers, or any court appointed guardian.
6. If the missing person is an adult (18 or older), the reporting officer must immediately call in the information to the Incident Based Reporting (IBR) Report Clerk at the Police Information Desk.
7. The initial reporting officer will also advise the person making the report to call the Youth & Family Crimes Team, and report any additional information, especially if the missing person is located or returns.
8. There is no waiting period to report a case of a missing person or a runaway.
9. Officers should never discuss specific action(s) to be taken in these cases, except that the case will be given attention by the Department.
10. If the person is located, forward all paperwork to the Youth and Family Crimes Team.

B. Duties of the Police Information Desk:

1. *ALL Missing Persons:*

- a) *The original Missing Person/Runaway Report will be stamped and given to Central Records;*
- b) *The juvenile Missing Person/Runaway Report must be signed by the adult responsible for the reporting;*
- c) *A copy will be placed and logged into the Youth and Family Crime's Team book, the book will then be placed into the YFCT mailbox;*
- d) *A copy will be placed in the Division of Emergency Communication (DEC's) mailbox;*
- e) *An "All Unit" broadcast will be composed and e-mailed to teletype.*

2. *Juvenile/Adult Missing Persons:*

*The Information Desk personnel will fax a copy of the Missing Person/Runaway Report to the Division of Emergency Communication's (D.E.C.) Teletype for entry into VCIN/NCIC if the juvenile or adult possess any of the following characteristics:*

- a) *The person is disabled,*
- b) *The person is endangered; or,*
- c) *The disappearance was not voluntary or appears suspicious.*

C. Duties of the Youth & Family Crimes *Team*:

1. Only the Youth & Family Crimes *Team's* Supervisor or the detective assigned to investigate the case will initiate the dispatch of a Teletype message concerning missing persons and runaways.
2. When a missing person is located, the Youth & Family Crimes *Team* Detective assigned to the case shall stamp the report "LOCATED", insert the date located, specify the person notified, and the time and date notified. (In some instances, verification will be required and will be handled by the assigned detective. Reports shall then be filed properly.)
3. The Youth & Family Crimes *Team* shall send a list of located juveniles to the D.E.C., so the juveniles may be cleared out of the N.C.I.C. system.

D. Special Circumstances:

1. Duties of the Reporting Officer:

The reporting officer shall notify his/her immediate supervisor if a complaint of a missing person meets any of the following criteria:

- a) A juvenile under ten (10) years of age.
- b) The missing juvenile or adult is mentally retarded or mentally ill, and cannot care for him/herself.
- c) The missing person is in need of medication or has a medical condition that may be life threatening to him/herself or others.
- d) The circumstances surrounding the missing person's disappearance indicate the possibility of foul play. The Youth & Family Crimes *Team* supervisor shall be notified. If foul play is suspected, a Youth & Family Crimes *Team* detective will respond.

2. Duties of the Field Services Supervisor:

When a patrol supervisor is informed of any unusual circumstances by the reporting officer, he/she may implement the following strategies:

- a) Establish a Command Post and utilize the Officer's Field Search Report Package (including a PD-112 and a PD-113) to conduct the search. These packages are available at all *Precincts*.
- b) If feasible, start a search of the neighborhood with all available patrol units.
- c) Designate the areas to be searched.
- d) Designate the unit dispatched to take the missing person report as the recorder of the search.

- e) Maintain a search log and forward the log to the Youth & Family Crimes **Team**.

3. Duties of the **Precinct**/Watch Commander:

- a) It shall be the responsibility of the **Precinct**/Watch Commander to decide whether or not to utilize the mobile command post, notify the news media or to call in additional police personnel. In extraordinary cases, officers on-duty may be held over for an undetermined period of time. The **Precinct**/Watch Commander will make the determination.
- b) It shall be the responsibility of the **Precinct**/Watch Commander to terminate the search. If the **Precinct**/Watch Commander is unavailable, the Youth & Family Crimes **Team** supervisor may be contacted for termination approval.

E. Release of Information to the News Media:

- 1. Local radio, television and print media will be asked to assist the Department by broadcasting a description of the missing person when:
  - a) he/she is under ten (10) years of age, or
  - b) the circumstances surrounding the missing person's disappearance are such that the assistance of the news media appears essential.
- 2. The **Precinct**/Watch Commander or, in his/her absence, the Youth & Family Crimes **Team** supervisor shall contact the Department's **Customer Services and Information Unit** and shall approve all pictures and statements before they are released to the media.